
CHAPTER 2

SAFETY MEETINGS

HOW TO SCHEDULE, CONDUCT, AND DOCUMENT SAFETY MEETINGS

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JULY 1996

SAFETY MEETINGS

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SAFETY MEETINGS

THIS SPACE AVAILABLE FOR NOTES:

CHAPTER 2

SAFETY MEETINGS

HOW TO SCHEDULE, CONDUCT, AND DOCUMENT SAFETY MEETINGS

2.00 INTRODUCTION

This chapter explains the requirements for supervisors to conduct safety meetings with their employees to discuss occupational safety and health issues.

Conducting regularly scheduled safety meetings is a mandatory requirement of the Department's Injury and Illness Prevention Program and Cal-OSHA regulations.

2.01 PURPOSE

The purpose of this chapter is to provide instructions to ensure that:

- safety meetings are scheduled and conducted on a regular basis:
 - > office supervisors shall have quarterly safety meetings
 - > field supervisors shall have safety meetings every 10-working days;
- safety meetings are documented;
- employee attendance is recorded;
- reports of alleged unsafe conditions, unsafe acts, and other deficiencies are documented, investigated, and corrected;
- a copy of the written record is posted or available for review;
- second-line supervisors monitor subordinate supervisors to ensure compliance with these requirements; and
- copies of safety meeting reports are retained by the first-line supervisor for one (1) year.

2.02 POLICY STATEMENT

Supervisors shall schedule, conduct, and document safety meetings with their employees to discuss occupational safety and health issues, including provisions for a safe and secure work environment by promoting safe work practices that have zero tolerance for violence, threats, harassment, and intimidation.

2.03 SAFETY MEETING REQUIREMENTS

Section 3203(a)(3) of the General Industry Safety Orders requires; "**. . . a system for communicating with employees on matters relating to occupational safety and health . . .**", in all places of employment. Further, Section 1509(e) of the Construction Safety Orders (CSO) specifically requires safety meetings every ten (10) working days.

It has long been a Departmental policy and practice that "... a system for communicating with employees on matters relating to occupational safety and health ... ", is expected to be accomplished by supervisors through regularly scheduled safety meetings with their employees.

- FOR OFFICE RELATED WORK ACTIVITIES

Section 3203(a)(3) of the General Industry Safety Orders (GISO), which applies to the general employment population of the Department, including office workers, states in part:

Every employer must have ". . . a system for communicating with employees on matters relating to occupational safety and health . . .", in all places of employment.

It is Caltrans policy that supervisors in office related work locations:

Shall schedule, conduct, and document safety meetings with their employees at least quarterly.

- FOR FIELD RELATED WORK ACTIVITIES

Section 1509(e) of the Construction Safety Orders (CSO), which applies to all field related work locations; i. e., construction, maintenance, bridge repair, bridge painters, surveys, field traffic operations, drilling crews, or similar field work activities, states in part:

"Supervisory employees shall conduct "toolbox" or "tailgate" safety meetings, or equivalent, with their crews at least every 10 working days to emphasize safety."

It is Caltrans policy that supervisors in field related work locations:

Shall schedule, conduct, and document safety meetings with their employees every ten (10) working days.

2.04 RESPONSIBILITY FOR SAFETY MEETINGS

NOTE: Any reference to “**supervisor**” in this manual always includes first-line supervisor, second-line supervisor, and/or other persons of responsible charge in the chain-of-command. “**Supervisor**” includes designated Manager (M) and Supervisor (S).

The supervisor is a key person in the Caltrans Injury and Illness Prevention Program. The supervisor must create and maintain interest in safety because he/she is responsible to translate management policy into action.

Supervisors are responsible to ensure that employees know and comply with Departmental safety and health policy, procedures, and work practices, and should do everything within their control to assure a safe workplace for their employees.

Supervisors shall discuss safety and health matters, including provisions for persons with disabilities, and encourage open discussions on employee concerns, including a safe and secure work environment by promoting safe work practices that have zero tolerance for violence, threats, harassment, and intimidation.

Supervisors are encouraged to take every opportunity to exchange ideas on safety and accident prevention with employees, to commend them for their efforts to do the job safely, and to invite them to discuss safety suggestions. Supervisors should review and consider all employee suggestions and implement or arrange to implement whenever possible.

If a safety suggestion is beyond the ability of the first-line supervisor, they should arrange to have the suggestion reviewed by a higher authority for consideration and implementation.

Whenever employees are introduced to new assignments or activities, the supervisor should take the opportunity to have a discussion with the employees before the work begins. In this way, the supervisor can instruct employees on how to recognize hazards, discuss specific procedures for protecting themselves from injury, and discuss first aid procedures in the event of an injury. Supervisors should document these discussions as part of the regularly scheduled safety meeting.

Supervisors should also ensure that safety and health issues are discussed and assessed at least annually at the time of issuing an Individual Development Plan/Performance and Appraisal Summary, during probation evaluation period, or anytime an employee appears not to be following well-known and accepted safety policies, procedures, and work practices.

2.05 TAILGATE SAFETY MEETINGS FOR FIELD PERSONNEL

In compliance with Section 1509(e) of the Construction Safety Orders (CSO), all employees who are regularly assigned to construction, maintenance, surveys, field traffic operations, drilling crews, etc., shall attend a "tailgate" safety meeting at least every ten (10) working days. Attendance of these safety meetings is mandatory.

The scheduled date, time, and location of the tailgate safety meeting shall be announced as early as possible before the meeting in order to ensure that the maximum number of employees can attend.

During the meetings, employees should be encouraged to discuss safety and health issues and inform the supervisor of any safety or health concerns that are perceived to be a workplace hazard and/or a potential workplace hazard. Employees should be encouraged to make suggestions about safety training or to request specific safety training for him/herself.

In addition to the every 10-day safety meeting requirement, supervisors shall conduct safety meetings with employees when they are first hired, or when a new process, chemical, or procedure is introduced or when a new or previously unrecognized hazard is identified.

NOTE:

Employees should be encouraged to discuss "close call" incidents. It should be understood that "close call" incidents are essentially accidents which didn't result in contact, injury, or damage. Close call incidents are indicators that the operation or activity being performed/conducted may require a change or adjustment to prevent or eliminate the likelihood of injury or damage.

2.06 SAFETY MEETINGS FOR OFFICE PERSONNEL

In compliance with Section 3203(a)(3) of the General Industry Safety Orders (GISO), all employees in office work settings shall attend safety meetings at least quarterly.

The scheduled date, time, and location of the quarterly safety meeting shall be announced as early as possible before the meeting to ensure the maximum number of employees can attend.

During the meetings, employees should be encouraged to openly discuss safety and health issues and inform the supervisor of any safety or health concerns perceived to be workplace hazards. Employees should be encouraged to make suggestions about safety training or to request specific safety training for themselves.

Supervisors shall conduct safety meetings with employees when they are first hired, or when a new process, chemical, or procedure is introduced or when a new or previously unrecognized hazard is identified.

2.07 HOW TO DOCUMENT SAFETY MEETINGS

- Using the FORM PM-S-0110 - SAFETY MEETING REPORT

The Form PM-S-0110 is a Caltrans form designed to document safety meetings.

Part one of the form includes an Action and Distribution section identifying specific routing procedures. The form also includes space to record the date, location, names of the employees who attended, and the topics discussed. The form also has space to record information about suggestions for correcting unsafe conditions, unsafe work practices, other safety and health concerns, and supervisor's comments.

A sample of Form PM-S-0110, SAFETY MEETING REPORT is shown at the end of this chapter.

2.08 MONITORING THE SAFETY MEETING PROCESS

Second-line supervisors are responsible to monitor safety meetings conducted by their subordinate supervisors. Monitoring procedures shall include reviewing the meeting reports (Form PM-S-0110, SAFETY MEETING REPORT), and taking appropriate action to ensure that alleged unsafe conditions and unsafe acts are corrected in a timely manner. To ensure that safety meeting reports are monitored:

- The first-line supervisor is responsible to send the signed original of the safety meeting report to his/her second-line supervisor for review.
- The second-line supervisor is responsible to review the safety meeting report for content and scope, corrective action, then sign the original report and return it to first-line supervisor.

NOTE:

District Safety and Health Officers and Service Center Safety Liaison personnel may, at their option, arrange to have the Safety Meeting Reports routed to them for review.

2.09 CORRECTING DEFICIENCIES

All alleged unsafe conditions and/or unsafe acts that are reported shall be investigated and corrected in a timely manner.

The supervisor should determine if the alleged unsafe condition or unsafe act can be handled routinely, or if the alleged unsafe condition is acute and requires immediate action.

If the recommended corrective action is beyond the ability of the first-line supervisor, the second-line supervisor shall be consulted and an appropriate action plan shall be jointly developed to ensure that alleged or actual unsafe condition(s) are corrected in a timely manner.

If the problems and/or deficiencies identified are beyond the ability or scope of responsibility of the first or second-line supervisor, he/she shall take necessary action to inform appropriate levels of management to correct the problem.

If the supervisor is not available, employees shall contact another supervisor or the District or Headquarters Safety and Health Office for assistance.

2.10 ROUTING SAFETY MEETING REPORTS

After the safety meeting is completed, the first-supervisor shall follow the Action and Distribution section of the form:

1. First-line supervisor conducts meeting, completes, and signs form.
2. First-line supervisor retains and posts one copy.
3. First-line supervisor sends original to second-line supervisor for review.
4. Second-line supervisor reviews, signs original, and returns to first-line supervisor to file.
5. Additional Routing - To:

The supervisor shall post a copy of the completed report in a conspicuous place near the work area for employees to read. The posted copy should be replaced by the next scheduled safety meeting report.

2.11 RETENTION SCHEDULE

Supervisors are required to maintain all documentation covering safety meetings for at least one (1) year.

SAFETY MEETING REPORT**FORM PM-S-0110**

STATE OF CALIFORNIA DEPARTMENT OF TRANSPORTATION
SAFETY MEETING REPORT
PM-S-0110 (REV. 10/1999)

ACTION AND DISTRIBUTION:

- ☐ 1. First-line supervisor conducts meeting, completes, and signs form.
☐ 2. First-line supervisor retains and posts one copy.
☐ 3. First-line supervisor sends original to second-line supervisor for review.
☐ 4. Second-line supervisor reviews, signs original, and returns to first-line supervisor to file.
☐ 5. Additional routing to:

*Note: See Chapter 2,
Safety Meetings, in the
Caltrans Safety Manual
for details.*

MEETING DATE	OFFICE/CREW/PROJECT NAME	COST CENTER/PROJECT NUMBER
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ATTENDANCE-SIGNATURE OF EMPLOYEES (Add additional sheets if required)

SAFETY TOPICS DISCUSSED

Sample

SAFETY SUGGESTIONS/COMMENTS

FIRST-AND/OR SECOND-LINE SUPERVISOR'S COMMENTS

FIRST-LINE SUPERVISOR SIGNATURE	DATE	SECOND-LINE SUPERVISOR SIGNATURE	DATE
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SUGGESTED TOPICS FOR DISCUSSION

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Safe work habits | <input type="checkbox"/> Maintenance, Chapter 8 | <input type="checkbox"/> Respirator safety | <input type="checkbox"/> Warning garments |
| <input type="checkbox"/> Safe work conditions | <input type="checkbox"/> Traffic control/flagging | <input type="checkbox"/> Confined spaces | <input type="checkbox"/> Body protection |
| <input type="checkbox"/> Codes of Safe Operating/Work Practice | <input type="checkbox"/> Slip/trip/fall hazards | <input type="checkbox"/> Hard hats | <input type="checkbox"/> Foot protection |
| <input type="checkbox"/> First aid treatment | <input type="checkbox"/> Protective vehicles | <input type="checkbox"/> Safety glasses | |

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SAFETY MEETINGS

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